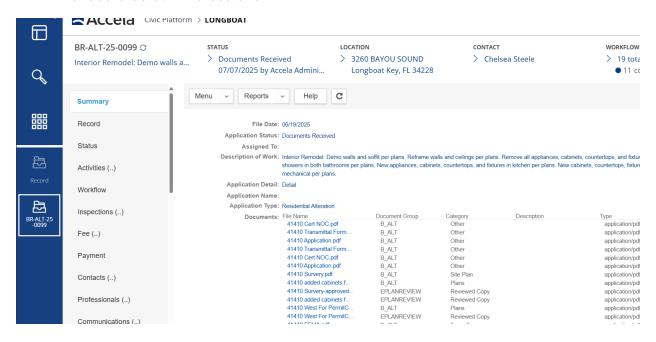
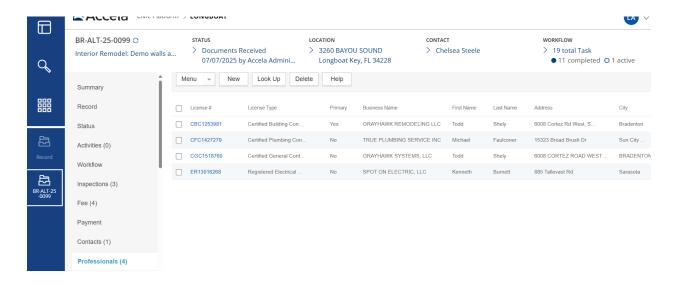
## **Change of Contractor & Adding Subcontractors**

In the record Select 'Professional'

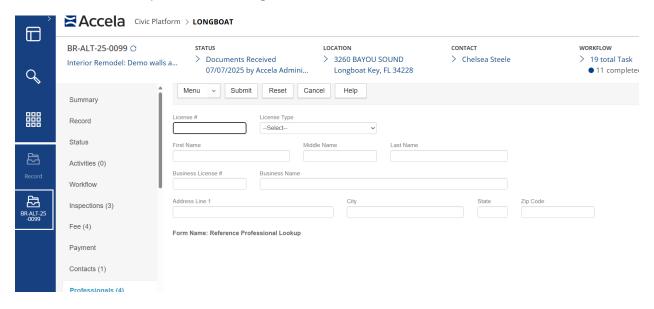


Select Lookup

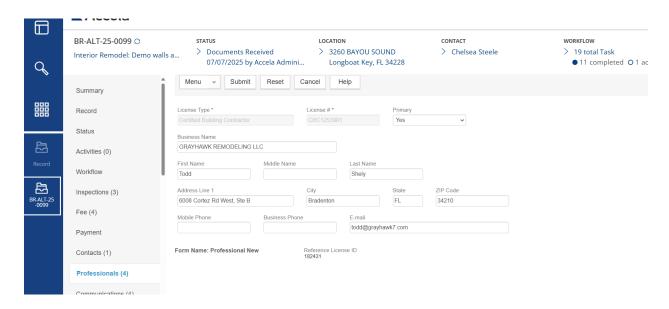


- Enter the information to search for the approved registered contractor
- Select Submit

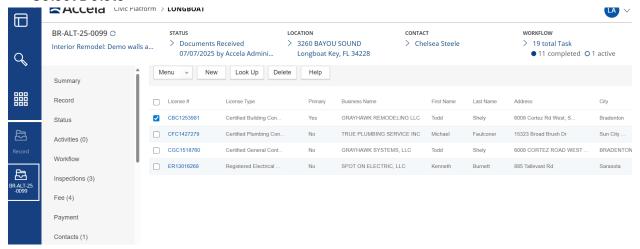
Note: Do the same process if adding more than one contractor



Once the contractor or subcontractor is added - make sure to select the main contractor (License # - blue link) and make them 'Primary'

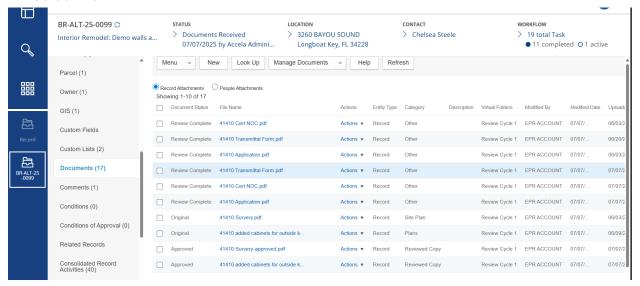


- Once you add the new contractor(s) select the checkboxes of the old contractor that must be removed
- Select Delete

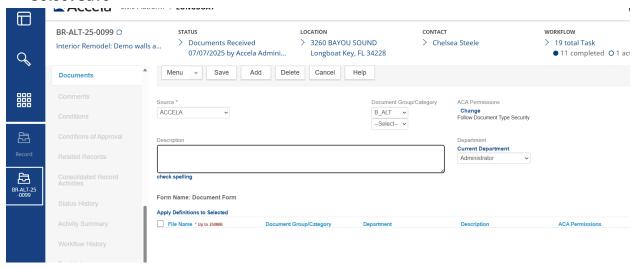


Note: For a Change of Contractor – upload the change of sub form under 'Document' and select 'Other' as document type.

- Select Documents
- Select New



- Select Add
- Select Document Type 'Other'
- Select Save



## Note: To Add Subcontractors – Use steps above to add the subcontractors and set the primary contractor

